

Greater St. Louis Federal Executive Board
Fiscal Year 2007 Annual Report
Alan Keith Bentley, Chair

Executive Summary

The Greater St. Louis Federal Executive Board continued to plan fiscal year 2007 activities around an updated balanced scorecard adopted during fiscal year 2006.

One significant event that occurred during fiscal year 2007 was the executive director retired on March 4, 2007 and a new one came on board April 1, 2007. The Greater St. Louis Federal Executive Board is a two-person office. The new executive director was able to attend the executive director conference April 2-4 in Denver.

A number of Base Realignment and Closing activities had a direct impact on the Greater St. Louis Federal Executive Board. One defense agency (DFAS) closed during fiscal year 2007, one army agency (Army HRC) will close in fiscal year 2011 and one army agency (SDDC) relocated to Scott AFB during fiscal year 2007. One agency (FedSource), not part of BRAC, will close during fiscal year 2008.

The board had 86 member agencies at the end of fiscal year 2007 and welcomed new representative from 14 member agencies. Because of the high number of military/defense agencies in the area, the turnover of agency representatives is a challenge to board effectiveness. The average attendance at the board's quarterly meetings was 50 agencies.

The board has written guidance for planning, budgeting and managing all of the board's initiatives. The guidance has been expanded over the years to cover all committees and events and includes an event planning document that will be used to track expenditures, revenue and in-kind contributions. The first vice chair is the chief financial officer.

Five of the most-valued accomplishments during fiscal year 2007 include the following events which represent the two lines of business—emergency preparedness, security and employee safety and human capital readiness, and the foundational function of intergovernmental and community activities:

- St. Louis Interagency COOP Exercise—the voluntary interagency tabletop exercise was completed by 197 attendees from 35 agencies. Monthly COOP working group meetings were conducted to prepare for this exercise. The DHS-FEMA Exercise Design Course was held in St. Louis during fiscal year 2006 and some federal employees attend the train the trainer COOP Manager Course in San Antonio during fiscal year 2006 in preparation of the exercise. A television station interviewed an agency head prior to the exercise and a piece was aired on the evening news about how the federal government was preparing for emergencies.

- Gateway to Diversity—376 participants from 42 agencies attended. This half-day educational event, offered twice during the day, provided a quality program at a reasonable cost. All of the planning and logistics were managed by a committee of federal government employees representing all of the special emphasis groups. The final program agenda is included with this annual report package.
- Thrift Savings Plan Overview—400 participants from 50 agencies attended. The Black Employment Program Council determined that many black federal employees were in need of information about the importance of saving through this plan and of information on each part of the plan. This overview was provided free of charge.
- Gateway Combined Federal Campaign – an unprecedented amount of over \$3.2 million was collected during the 2006 campaign. The amount collected was seven percent higher than the previous year. More than 37 percent of the federal government employees from the metropolitan St. Louis area participated.
- Pandemic Flu Workshop – 49 participants from 28 agencies attended. The focus was on the work place impact of a pandemic influenza outbreak. The program included the city of St. Louis director of health, a summary of Office of Personnel Management policies related to such an event and a determined accord exercise.

Accomplishments of the St. Louis Federal Executive Board:

Line of Business: Emergency Preparedness, Security and Employee Safety

- The Gateway COOP working group conducted monthly meetings featuring a speaker on a topic related to emergency planning. In preparation for the upcoming exercise which will be held during fiscal year 2008, a National Archives and Records Administration employee made a presentation on vital records in September 2007.
- St. Louis Interagency COOP Exercise—the voluntary interagency tabletop exercise was completed by 197 attendees from 35 agencies. Monthly COOP working group meetings were conducted to prepare for this exercise. The DHS-FEMA Exercise Design Course was held in St. Louis during fiscal year 2006 and some federal employees attend the train the trainer COOP Manager Course in San Antonio during fiscal year 2006 in preparation of the exercise. A television station interviewed an agency head prior to the exercise and a piece was aired on the evening news about how the federal government was preparing for emergencies.
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- The board supported the OPM program, Healthier Feds, by distributing the information to all federal agencies and encouraging participation.
- The board's July meeting featured HHS Region VII director who provided an update on pandemic flu to the full board and the executive director of the St. Louis Area Business Health Coalition who introduced the concept of Value Driven Health Care.
- The board supported Go! St. Louis, an effort to promote community fitness and to fight the rising rate of obesity, with the mayor of St. Louis, Francis Slay; Olympian Ray Armstead; and the St. Louis Rams. They joined together to host a series of free fitness events.
- The board supported the local Field Federal Safety and Health Council by encouraging agencies to participate in the council membership and programs.
- The staff office conducted the required Communication Test and updated the contact list of members and their emergency alternates.
- The Emergency Readiness committee designed an emergency assessment and dismissal plan which includes a method of handling emergency announcements during inclement weather and/or emergencies. This plan is updated each fall and shared with membership agencies.
- All federal government agencies, located in a GSA building or leased space, are required to participate in an annual evacuation practice. The FEB retains a copy of the Occupant Emergency Plan Quick Reference Desk Guide.

Line of Business: Human Capital Readiness

- The board sponsored two exhibit tables at the Hispanic Diversity Career and Resource Fair and two other federal government agencies had their individual tables.
- The executive director attended several change of commands and followed up with new member orientations. The board's second vice chair holds periodic orientation lunches with incoming members, many of whom are new to the St. Louis area. The board continues to benefit from this effort.
- Public Service Recognition Week—the annual Excellence in Government awards program generated individual and team nominations from 23 agencies. 89 nominations were submitted and 28 awards were presented. There were 303 in attendance. Judge G. Patrick Murphy, chief judge, United States District Court, Southern District of Illinois was the keynote speaker.

- Gateway to Diversity—376 participants from 42 agencies attended. This half-day educational event, offered twice during the day, provided a quality program at a reasonable cost. All of the planning and logistics were managed by a committee of federal government employees representing all of the special emphasis groups. The final program agenda is included with this annual report package.
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- Executive Forum – management training was provided to 175 employees from both sides of the state: Kansas City and St. Louis. The 2-1/2 day event was planned by the Kansas City FEB. The St. Louis FEB will plan the 2008 Executive Forum.
- Healthy Heart Workshop—The Federal Women’s Program council celebrated American Heart Association month by hosting a workshop on “Your Heart—How Healthy is it?” Guest speakers were from the medical community and free blood pressure screening was available. This program was provided free of charge.
- The board supported the Washington University Government Career Workshop where students were exposed to a broad range of federal government agencies for employment and internship opportunities.
- In the wake of the BRAC impact on the work force of several major installations/agencies, the executive director provided members with web site addresses for their employees who were interested in continued federal government employment.
- The executive director shared OPM/OMB information through email communication and/or meetings and shared agency information on programs of interest to all agencies.

Foundational Function: Intergovernmental and Community Activities

- Gateway Combined Federal Campaign – an unprecedented amount of over \$3.2 million was collected during the 2006 campaign. More than 37 percent of the federal government employees from the metropolitan St. Louis area participated.

The Gateway CFC is historically the main community service undertaking. The Local Federal Coordinating Committee is a free-standing, totally representative group of federal employees from all three branches of government. The board’s first vice chair is the liaison between the board and the LFCC.

The Gateway CFC continues to experience increased productivity and pledge results due to a strong leadership team of federal government managers and a dedicated Principle Combined Fund Organization. Not only are the federal government volunteers concerned about the campaign's financial success, the PCFO embraces the chance to reduce cost at every turn. The administrative fundraising cost was at 6.47 percent this year, one of the lowest rates in the entire country. The national average was 9.9 percent.

The Gateway CFC began a three-year contract with the PCFO during this fiscal year and remains beneficial to both the campaign and the PCFO.

The campaign conducted two successful kickoff events: one in St. Louis and one at Scott AFB. Both experienced growth in attendance from employees and displays from the charitable organizations. A number of general officers attended and participated in a ceremonial signing of pledge cards.

- Twenty-two CFC awards were presented in thanks for the contributions made during the campaign. There were 29 nominations for awards with one receiving the national CFC hero award.
- The board continued to support the annual Small Business Week by encouraging federal government agencies to participate in the full range of events held in celebration of small business. Federal and state government agencies provide information to small businesses during a trade show offered during Small Business Week which connects small businesses to agencies able to contract with them.
- The executive director emailed information to agency heads on the new SBA guaranteed loan program for veterans.
- Diversity Awareness Partnership—the executive director continues to serve as an active member of the partnership and is a member of the communications subcommittee. The executive director is working with the DAP executive director to produce diversity awareness posters featuring various military units representing their diversity.
- The executive director continues to be a member of the Society of Government Meeting Professionals, an organization that brings together federal, state, county and city government and military meeting planners with suppliers.
- The board continued its partnership with the St. Louis Rams organization. Various military units were videotaped and shown during Rams home game in support of the home team.
- The Federal Women's Program collected toiletry items for homeless women and children at St. Patrick's Center.

- The board provided a speaker on forensic applications to the Rockwood School District.
- CORO Women in Leadership—a day was set up for participants who were given an overview of the federal government community and detailed information on career paths of several senior women in government.
- The staff office distributed information on Pathfinders 2006, a GSA and VA sponsored event to assist veteran and service-disabled veteran business owners, to learn about procurement and subcontracting opportunities within the government.